

# Changes to USA Trade Online


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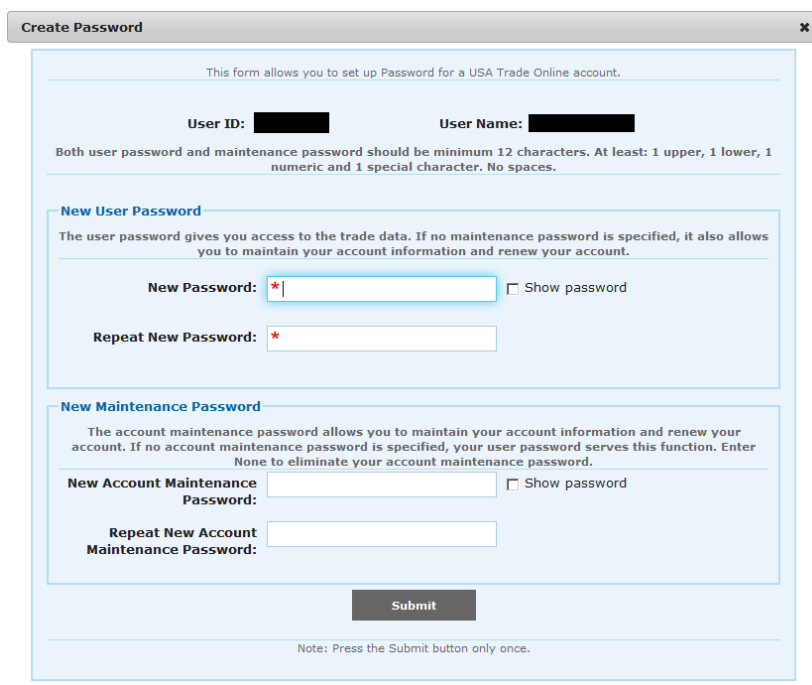
*October 15, 2015*

On October 15, 2015, USA Trade Online (UTO) will be free to all users. Please refer below for instructions on signing up for the first time or learning additional guidance for existing accounts.

## **I am a New Customer:**

If you are a new customer and signing up on UTO for the first time, please follow the instructions below:

- Click on the  button on the main page
- Then when the subscription form window appears, fill out all required information and hit “Submit”
- Go to your email and click on the link to activate your account.
- You will then see a window to create a password (as shown below)



Create Password

This form allows you to set up Password for a USA Trade Online account.

User ID: [masked] User Name: [masked]

Both user password and maintenance password should be minimum 12 characters. At least: 1 upper, 1 lower, 1 numeric and 1 special character. No spaces.

**New User Password**

The user password gives you access to the trade data. If no maintenance password is specified, it also allows you to maintain your account information and renew your account.

New Password: \* [input] ☐ Show password

Repeat New Password: \* [input]

**New Maintenance Password**

The account maintenance password allows you to maintain your account information and renew your account. If no account maintenance password is specified, your user password serves this function. Enter None to eliminate your account maintenance password.

New Account Maintenance Password: [input] ☐ Show password

Repeat New Account Maintenance Password: [input]

Submit

Note: Press the Submit button only once.

Figure 1 – Create Password Window

- Save the confirmation page since it has user id information. Note: you can use your user id or email to login in UTO.
- Also, you have the option of creating a new account maintenance password. If you decide not to create a new maintenance password, your user password will be used as a maintenance password.

### **I am a Federal Depository Library:**

If you are a Federal Depository Library and do not remember your password, please follow the instructions below:

- On the main USA Trade Online page, click on the “LOG IN” button
- Then, click on the “forgot account information” link at the bottom of the “Login” window
- The next window will prompt you to enter your email. Note: this is the original email used when setting up the account for the first time. You can contact us to find out the email address the account is registered with or to update the account with a new email address. Also, you can contact Joe Paskoski at the Government Publishing Office (GPO), to find out your password. Joe can be contacted at [jpaskoski@gpo.gov](mailto:jpaskoski@gpo.gov)

If you are a Federal Depository Library and would like to set up a new account, please follow the instructions above for “New Customers”. It is recommended that FDLs also make the “User Password” and “Maintenance Password” different. That way if you are sharing the account with other users, the account maintenance can be done by one administrator using the “maintenance password”.

Please Note: You will no longer have IP access to UTO.

### **I am a current individual customer:**

You do not have to do anything. The transition will be transparent and your account information including login credentials will be migrated. If you have any saved reports under your current account, these will also be migrated to your new free account.

### **I am a current site license customer:**

You do not have to do anything. Your account information will be transitioned to the new FREE account system. However, once we go FREE on October 15, you will no longer provide IP access to USA Trade Online after October 15. At which time, you have the option of keeping the same account as a shared account within your organization or allow everyone in your team to create an individual account. All current saved reports in your current site license account will be transitioned to the main account.

Please let us know if you have any questions regarding this transition. You can contact us by email at [EID.International.Trade.Data@census.gov](mailto:EID.International.Trade.Data@census.gov) or by phone at 1.800.549.0595, option 4.